



Site Manager

Department	OST	FLSA Status	Non-Exempt
Reports To	Program Manager	Hours:	M-F 15-25 hours per week
Grade		Date Approved	

Position Summary

**BASIC PURPOSE:**

The Site Manager is responsible for being a positive role model for students, building positive relationships and maintaining open communication with parents, the community and with school staff. Will ensure alignment of school day learning and curriculum to Out of School Time (OST) programming and curriculum. Will act as a liaison between the school and the student's household by maintaining frequent contact with the student's parents and/or guardians, Will collaborate with leaders in the community to build programming and relationships with SA Youth.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be required to drive and transport clients.

**ESSENTIAL FUNCTIONS**

Job Function

- Directly nurture and encourage children by providing them with a variety of learning and social experiences appropriate to their age.
- Supports and implements facilitation of 40 Developmental Assets into Curriculum.
- Ensures service levels and goals are achieved – includes recruitment and maintenance of numbers at levels outlined for his/her site in any grant.
- Helps OST programs develop intentional extended learning opportunities that bridge school day curriculum and out of school time learning.
- Provides well organized resources and lesson plans that support OST program implementation.
- Analyzes student test data.
- Reviews and recommends textbooks and other educational materials.
- Observes work of teaching staff to evaluate performance, and to recommend changes that could strengthen teaching skills.
- Develops procedures for teachers to implement curriculum.

- Train teachers and other instructional staff in new content or programs.
- Mentor or coach teachers to improve their skills.
- Provide advocacy for students enrolled in program and must meet with schools, principals, counselors and others on the campus on a regular basis to align the school day with the site offerings.
- Must work with principals and school officials regarding recruitment efforts.
- Must conduct the site needs assessment and develop the site service delivery plan.
- Must meet with students, teachers, and parents as necessary to communicate student needs.
- Must facilitate strategies for student assessments, student interventions, and personal graduation plans, and determine best course of action.
- Must gather student and program-level data (ensuring the safety and confidentiality of student information) to include grades attendance, behavior referrals, student program participation, staffing, partners, etc. This information shall be entered into the CAP60 system by program staff at the site level and must be kept up to date and current as grant reporting deadlines will depend on the inputting of timely data.
- Must attend required conferences and training sessions and facilitate training to staff.
- Must work with partners, community stakeholders, and vendors to coordinate program services.
- Reports to the Program Manager regarding status of the facility, vehicle, and staffing.
- Responsible for reporting facilities maintenance issues at his/her site, including ensuring that program areas are organized and cleaned on a daily basis.
- Responsible for requesting supplies as needed and following with the Purchase Authorization procedure when purchasing program supplies and equipment. Ensures all program activities stay within specified budget.
- Responsible for the gas card and its receipts. Reviews time and attendance for all program staff and ensures staff hours stay within specified budget.
- Coordinates transportation and transportation services.
- All other duties and responsibilities as assigned.

Education	Experience	License & Certification	Testing	Other
<b>Required:</b> Bachelor's Degree	<b>Required:</b> Three (3) years-experience in education, Community outreach and Curriculum Development	Current Valid Driver's License		
Special Notes				
<b>Preferred Qualifications</b>				
<ul style="list-style-type: none"> <li>• Excellent communication skills, both written and oral.</li> <li>• Good time management skills with ability to work under and meet deadlines.</li> <li>• Must maintain: driver's license with no major driving offenses, ability to drive 15-passenger van</li> <li>• First Aid/CPR Certification.</li> </ul>				

My signature indicates that I have reviewed and accept my job description, and acknowledge that it is a guideline of my function and responsibilities as well as perform any other duties as assigned by my Supervisor.

Employee Signature		Supervisor Signature	
Date		Date	